Hard-Copy Field Information Recording Forms

Appendix H

Revision 05, April 2006

Master Data Fields List

Survey Information	• Survey ID • Chief Survey Scientist • Survey Name • Vessel • Start Date	• Start Time • Stop Date • Stop Time • Survey Description
Station Information	• Visit ID • Station ID • Pilot ID • Arrival Date • Arrival Time • Departure Date • Departure Time • Latitude (D,M) • Longitude (D,M) • Station Depth	• Water Temperature (°C) • Air Temperature (°C) • Wind Direction • Wind Speed • Wave Height • Barometric Pressure • Station ID • Visibility • Weather • Remarks
Rosette Sampling Data	• Survey ID • Visit ID • Sample Date • Sample Time • EBT Operator • Assistant Sampler • Method ID • Instrument ID • Station ID • Total Depth • Surface Water Temperature	• Depth of Lower Epilimnion • Sample ID • Depth Code • QCID Code • Depth • Temperature • Remarks • The Integrated sample was created from the following samples
Ponar Grab Sampling Data	• Survey ID • Visit ID • Station ID • Sample Date • Sample Time • Personnel	• Water Depth • Sample ID • Sample • QCID Code • Number of Bottles • Remarks
Zooplankton Net Flowmeter Calibration	• Survey ID • Station ID • Date • Time • Mid-survey Calibration • Flowmeter ID • Mesh Size	• Winch Operator • Meter Reader • Depth • Revolutions • Line Angle • Comments
Zooplankton Sampling & Secchi Disk Data	• Survey ID • Visit ID • Station ID • Sample Date • Personnel • Sample ID • Sample Time • Depth Code • QCID Code • Mesh Size	• Sample Depth • Flowmeter Reading • Flowmeter ID • Net Angle • Remarks • Reader • Secchi Depth • Sample Time • Reader • Remarks

Master Data Fields List

Chlorophyll a Preparation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Sample ID • Depth Code	• Check Mark • Remarks • Sample Volume • Preparation Date • Preparation Finish Time • Personnel
Phytoplankton Preservation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Sample ID • Depth Code	• Check Mark • Remarks • Sample Volume • Preparation Date • Preparation Finish Time • Personnel
Nutrients Preparation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Preparation Date • Preparation Finish Time	• Personnel • Sample ID • Depth Code • Check Mark • Remarks
Cations Sample Preparation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Preparation Date • Preparation Finish Time	• Personnel • Sample ID • Depth Code • Check Mark • Remarks
POC, PN, PP Preparation	• Survey ID • Visit ID • Station ID • Batch ID • Date • Time • Personnel	• Sample ID • Depth Code • Volume – POC • Volume – PN • Volume – PP • Remarks
TSS Preparation	• Survey ID • Visit ID • Station ID • Filtration Batch ID • Filtration Date • Filtration Time	• Personnel • Sample ID • Preparation Batch ID • Filter Number • Volume Sample Filtered • Remarks
Preparation of Quality Assurance Samples	• Survey ID • Visit ID • Station ID • Method SOP • Sample ID • QCID Code • Preparation Date	• Preparation Time • Analyst • Analyte Code • Target Value • Target Units • Remarks/Source Materials

Master Data Fields List

Calibration Data of Board Chemistry Instruments	• Survey ID • Lake • pH Meter • Buffer 4 • Buffer 7 • Buffer 10 • Turbidity Meter at zero - Before Adjusting • Turbidity Meter at 20 - Before Adjusting • Turbidity Meter at zero - After Adjusting • Turbidity Meter at 20 - After Adjusting • Date of Calibration • Time of Calibration • Analyst • Conductivity Standards - 106.1 μmho/cm • Conductivity Standards - 210.3 μmho/cm • Conductivity Standards - 313.5 μmho/cm	• Conductivity Standards - 415.8 μmho/cm • Turbidity Standards – zero • Turbidity Standards - 0.4 • Turbidity Standards - 2.0 • Turbidity Standards - 8.0 • Turbidity Standards – 20 • Station ID • Date/Time • Analyst • pH Determination Buffer 7 • Temperature of Standardization • Alkalinity Determination buffer 4 • Temperature of Standardization • Turbidity 20 NTU • Turbidity Empty Compartment
Control Standards Data of Board Chemistry Parameters	• Survey ID • Visit ID • Station ID • Lake • Sample ID	• Measured Value • Remarks • Date of Control Check • Time of Control Check • Analyst
Board Chemistry Data	• Survey ID • Visit ID • Station ID • Analytical Batch ID • Analytical Date • Analytical Time • Analyst	• Sample ID • Depth Code • pH • Specific Conductance • Total Alkalinity • Turbidity • Remarks
Dissolved Oxygen Data (Winkler)	• Survey ID • Visit ID • Station ID • Analytical Batch ID • Analytical Date • Analytical Time • Analyst • Sample ID	• Titrant Used DO • BOD Bottle Volume • Volume Corrected DO • Temperature ($^\circ$C) • Barometric Pressure • Corrected Table Value • Remarks

Survey Information

Survey ID

Chief Survey Scientist (initials)	**Survey Name**	**Vessel**	**Start Date** (mm/dd/yyyy)	**Start Time** (Shiptime, military)	**Stop Date** (mm/dd/yyyy)	**Stop Time** (Shiptime, military)

Survey Description

Entered into electronic file____
(initials)

Station Information

Visit ID	Station ID	Pilot ID	Arrival Date	Arrival Time		Departure Date	Departure Time	Latitude		Longitude		Station Depth	Water Temp.	Air Temp	Wind Direction	Wind Speed	Wave Height	Barometric Pressure
		(initials)	(mm/dd/yyyy)	(Shiptime, military) hh:mm	(Zone difference)	(mm/dd/yyyy)	(Shiptime, military) hh:mm	(Degrees)	(Min.xxx)	(Degrees)	(Min.xxx)	(meters)	(°C)	(°C)	(deg T)	(naut mile)	(meters)	(in Hg)
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(initials)

Station Information

Station ID	Visibility	Weather	Remarks
	(miles)	(Circle One)	
		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	
		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	
		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	
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		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	

Rosette Sampling Data

Survey ID	Visit ID	Sample Date (mm/dd/yyyy)	Sample Time (Shiptime, military)	EBT Operator (Initials)XXX	Asst Sampler (Initials)XXX

Method ID	Instrument ID	Station ID	Total Depth (from Rosette)	Surface Water Temperature °C	Depth of the Lower Epilimnion*

Sample ID	Depth Code	QCID	Depth meters	Temperature °C	INT** source?	Remarks

*Ensure that this depth is determined/recorded before any samples are collected.

**Place mark in INT column to indicate sources of INT samples.

Ponar Grab Sampling Data

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Sample Time** (Shiptime, military)	**Personnel** (initials) xxx	**Water Depth** (meters)

Sample ID	**Sample** (sediment/benthos)	**QCID Code**	**Number of Bottles**	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Sample Time** (Shiptime, military)	**Personnel** (initials) xxx	**Water Depth** (meters)

Sample ID	**Sample** (sediment/benthos)	**QCID Code**	**Number of Bottles**	**Remarks**

NOTE: Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

Method (SOP Code): LG 406
03/01/02

Entered into electronic file____
(initials)

Zooplankton Net Flowmeter Calibration

Survey ID	**Station ID**	**Date** (mm/dd/yyyy)	**Time** (Shiptime, military)	**Mid-survey Calibration*** (Circle answer)
				Yes or No

Flowmeter ID (number)	**Mesh Size** (µm)	**Winch Operator** (initials) XXX	**Meter Reader** (initials) XXX
	153-µm		

Tow number	**Depth**	**Revolutions**	**Line Angle**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Flowmeter ID (number)	**Mesh Size** (µm)	**Winch Operator** (initials) XXX	**Meter Reader** (initials) XXX
	63-µm		

Tow number	**Depth**	**Revolutions**	**Line Angle**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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19			
20			

Comments:

*The flowmeter calibrations should be checked again at the middle of the cruise, if possible. Five to ten readings are taken during the calibration check. When recording mid-survey flowmeter calibrations, circle "yes" in the "Mid-survey Flowmeter Calibration" section above.

NOTE: Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

Zooplankton Sampling and Secchi Disk Data

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Personnel** (Initials) XXX

Sample ID	**Sample Time** (Shiptime, military)	**Depth Code**	**QCID Code**	**Mesh Size** (μm)	**Sample Depth** (meters)	**Flowmeter Reading**	**Flowmeter ID** (number)	**Net Angle**	**Remarks**

Secchi Depth (meters)	**Sample Time** (Shiptime, military)	**Reader** (Initials) XXX	**Remarks**

If Secchi disk measurement was not collected, please list "T" for time or "W" for weather. If the time is between one hour before sunset and one hour after sunrise, then the sampler should not collect a Secchi disk measurement.

Notes:

1. Refer to LG200 for depth code abbreviations and definitions.
2. Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.
3. Field duplicates are taken for Secchi disk measurements each time a field duplicate is scheduled for collection for the surface sample of a lake (the sample collected at 1 meter below the surface). If a field duplicate of a surface sample is not scheduled for a given day, then at least one field duplicate Secchi disk reading should be conducted each day at the station closest to noon. The EPA Shift Supervisor selects the station for the field duplicate reading, which should be performed by the EPA Shift Supervisor and/or Marine Technician. Two different analysts should take the duplicate measurements and the acceptance criteria for these duplicates is less than or equal to 5% of the first measurment + 0.5 meters. Neither technician should know the result obtained by the other technician until the results are recorded.

Chlorophyll *a* Preparation

Survey ID	Visit ID	Station ID	Preparation Batch ID

Sample IDs	Depth Code	Check Mark	Remarks

Sample volume (mLs)	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX
		:	

Survey ID	Visit ID	Station ID	Preparation Batch ID

Sample IDs	Depth Code	Check Mark	Remarks

Sample volume (mLs)	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials)XXX
		:	

Notes:
1. Refer to LG200 for depth code abbreviations and definitions.
2. Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

PHYTOPLANKTON PRESERVATION

Survey ID	Visit ID	Station ID	Preparation Batch ID

Sample IDs	Depth Code	Check Mark	Remarks

Sample volume (mLs)	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX
		:	

Survey ID	Visit ID	Station ID	Preparation Batch ID

Sample IDs	Depth Code	Check Mark	Remarks

Sample volume (mLs)	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX
		:	

Survey ID	Visit ID	Station ID	Preparation Batch ID

Sample IDs	Depth Code	Check Mark	Remarks

Sample volume (mLs)	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX
		:	

Notes:
1. Refer to LG200 for depth code abbreviations and definitions.
2. Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

Entered into electronic file ______
(initials)

Nutrients Preparation

Survey ID	Visit ID	Station ID	Preparation Batch ID	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX

Sample IDs	Depth Code	Check Mark	Remarks

Survey ID	Visit ID	Station ID	Preparation Batch ID	Preparation Date (mm/dd/yyyy)	Preparation Finish Time (Shiptime, military)	Personnel (initials) XXX

Sample IDs	Depth Code	Check Mark	Remarks

NOTE: Refer to LG200 for depth code abbreviations and definitions.

Cation Sample Preparation

Station ID	Visit ID	Sample IDs	Depth Code	Preparation Batch ID	Preparation Date (mm/dd/yyyy)	Preparation Finish Time Shiptime, military	Person (init.) XXX	Remarks	Entered (init.)XXX

Entered into electronic file_____
initials

Cations Sample Preparation

Survey ID	**Visit ID**	**Station ID**	**Preparation Batch ID**	**Preparation Date** (mm/dd/yyyy)	**Preparation Finish Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample IDs	**Depth Code**	**Check Mark**	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Preparation Batch ID**	**Preparation Date** (mm/dd/yyyy)	**Preparation Finish Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample IDs	**Depth Code**	**Check Mark**	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Preparation Batch ID**	**Preparation Date** (mm/dd/yyyy)	**Preparation Finish Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample IDs	**Depth Code**	**Check Mark**	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Preparation Batch ID**	**Preparation Date** (mm/dd/yyyy)	**Preparation Finish Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample IDs	**Depth Code**	**Check Mark**	**Remarks**

NOTE: Refer to LG200 for depth code abbreviations and definitions.

Entered into electronic file____
(initials)

POC, PN, PP Preparation

Survey ID	Visit ID	Station ID	Batch ID	Date (mm/dd/yyyy)	Time (Shiptime,military)	Personnel (Initials) XXX

Sample ID	Depth Code	Volume (mL) POC	PN	PP	Remarks

Survey ID	Visit ID	Station ID	BatchID	Date (mm/dd/yyyy)	Time (Shiptime,military)	Personnel (Initials) XXX

Sample ID	Depth Code	Volume (mL) POC	PN	PP	Remarks

Survey ID	Visit ID	Station ID	BatchID	Date (mm/dd/yyyy)	Time (Shiptime,military)	Personnel (Initials) XXX

Sample ID	Depth Code	Volume (mL) POC	PN	PP	Remarks

NOTE: Refer to LG200 for depth code abbreviations and definitions.

TSS Preparation

Survey ID	**Visit ID**	**Station ID**	**Filtration Batch ID**	**Filtration Date** (mm/dd/yyyy)	**Filtration Time** (Shiptime, military)	**Personnel** (initials)XXX

Sample ID	**Preparation Batch ID**	**Filter Number**	**Volume Sample Filtered** (L)	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Filtration Batch ID**	**Filtration Date** (mm/dd/yyyy)	**Filtration Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample ID	**Preparation Batch ID**	**Filter Number**	**Volume Sample Filtered** (L)	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Filtration Batch ID**	**Filtration Date** (mm/dd/yyyy)	**Filtration Time** (Shiptime, military)	**Personnel** (initials) XXX

Sample ID	**Preparation Batch ID**	**Filter Number**	**Volume Sample Filtered** (L)	**Remarks**

Preparation of Quality Assurance Samples

Survey ID	Visit ID	Station ID

Method SOP	Sample ID	QCID Code	Prep. Date (mm/dd/yyyy)	Prep. Time (Shiptime, military)	Analyst (initials) XXX	Analyte Code	Target Value	Target Units	Remarks/Source Material

1. Each control standard sampleID represents material in a bottle. When the material in a bottle is replenished, a new sampleID results.
2. pH control standard sampleIDs remain constant for one lake, unless small bottle refilled from one liter bottle before lake is finished.
3. Turbidity control standard sampleIDs remain constant for the duration of the commercial bottle.
4. Alkalinity control standard sampleIDs change when the one liter bottle is refilled.
5. Conductivity control standard sampleIDs change when the one liter bottle is refilled.

Calibration Data of Board Chemistry Instruments

Survey ID

LAKE (Circle Selection)

SUPERIOR	MICHIGAN	HURON	ERIE	ONTARIO
(SU)	(MI)	(HU)	(ER)	(ON)

Calibration of On Board analytical instruments should be performed at least once at the beginning of each Lake Survey

pH Meter	Buffer 4	Buffer 7	Buffer 10
	(SU)	**(SU)**	**(SU)**
pH	***N/A***	*	*
pH - Alkalinity	*	*	***N/A***

***Record Temperature at which standardization was performed**

Date of Calibration (mm/dd/yyyy)	**Time of Calibration** (Shiptime, military)	**Analyst** (Initials, XXX)

Conductivity Stds.	**Readings**	**Turbidity Stds.**	**NTU VALUE**
106.1 µmho/cm		Calibration 0	
210.3 µmho/cm		Calibration 0.4	
313.5 µmho/cm		Calibration 2.0	
415.8 µmho/cm		Calibration 8.0	
		Calibration 20.0	

Notes:

1. Formazin Turbidity Standards should be prepared fresh daily.

2. This form is used for the sole purpose of documenting instrument calibrations only.

3. Calibration values of pH & Alkalinity meters should be updated w/ Stds. pH 7(pH), pH 4 (Alkalinity) at the beginning of each 12-hour shift.

Control Standards Data of Board Chemistry Parameters

Survey ID	Visit ID	Station ID

LAKE (Circle Selection)

SUPERIOR	MICHIGAN	HURON	ERIE	ONTARIO
(SU)	(MI)	(HU)	(ER)	(ON)

Warning Limits for Board Chemistry

SAMPLE ID	Parameter	Control Standard	Measured Value	Remarks	Control Standard	Warning Limits	*Control Limits
	pH - (Low)	6.86 (SU)			Low - pH 6.86	6.66 - 7.6	6.56 - 7.16
	pH - (High)	9.18 (SU)			High - pH 9.18	8.98 - 9.38	8.88 - 9.48
	Conductivity (Low)	196.5 (µmhos/cm)			Low Conductivity 196.5	194.5 - 198.5	193.5 - 199.5
	Conductivity (High)	293.3 (µmhos/cm)			High Conductivity 293.3	291.3 - 295.3	290.3 - 296.3
	Alkalinity (Low)	40 (mg/L)			Low Alkalinity $_4$ 0	38.6 - 41.4	38 - 42
	Alkalinity (High)	100 (mg/L)			High Alkalinity $_{10}$ 0	98 - 102	97 - 103
	Turbidity (Low)	0.5 (NTU)			Low Turbidity $_{0.}$ 5	0.3 - 0.7	0.2 - 0.8
	Turbidity (High)	10 (NTU)			High Turbidity 10	8.6 - 11.4	8.0 - 12

Date of Control Check (mm/dd/yyyy)	Time of Control Check (Shiptime, military)	Analyst (initials)

Note: Control Standards should be analyzed at the onset, starting with the initial calibration of instruments for each lake survey and before the end of each 12-hour shift.
**Applicable instruments should be re-calibrated and samples re-analyzed, if any control standards measured are not within range of the Control Limits.*

Board Chemistry Data

Survey ID	**Visit ID**	**Station ID**	**Analytical Batch ID**	**Analytical Date** (mm/dd/yyyy)	**Analytical Time** (Shiptime)	**Analyst** (Initials) XXX

Sample ID	**Depth Code**	**pH** (SU)	**Specific Conductance** (µmhos/cm)	***Total Alkalinity** (mg/L)	**Turbidity** (NTU)	**Remarks**

**Total Alkalinity Calculation:*

Volume of Titrant used (mL) X 10

NOTE: Refer to LG200 for depth code abbreviations and definitions.

Dissolved Oxygen Data (Winkler)

Survey ID	Visit ID	Station ID	Analytical Batch ID	Analytical Date (mm/dd/yyyy)	Analytical Time (Shiptime, military)	Analyst (initials, XXX)

Sample ID	Titrant Used D.O. (mL)	BOD Bottle Volume (mL)	Volume Corrected D.O. (mg/L)	Temperature (Celsius)	Barometric Pressure (mb)	Corrected Table Value (mg/L)	Remarks

Calculation of Volume Corrected D.O.
Titrant Used (mL) x 60.8 (mL) / BOD Bottle Volume (mL)

Corrected Table Value
Value from Temperature table x barometric pressure/std pressure

At least one saturated sample is analyzed on each shift

Method Performance Criteria		
QC Type	**Minimum Frequency**	**Acceptance Criteria**
Lab Duplicate	Non-DO Surveys: Run on one depth from approximately three predesignated stations per lake	Absolute Difference < 0.2 mg/L
	DO Surveys: All SRF and B- samples at each station	
Lab Accuracy Check, Saturated Sample	Non-DO Surveys: Coinciding with the first running of Winkler QC checks in each lake	± 0.5 mg/L, compared to theoretical
	DO Surveys: At the beginning and once per shift	